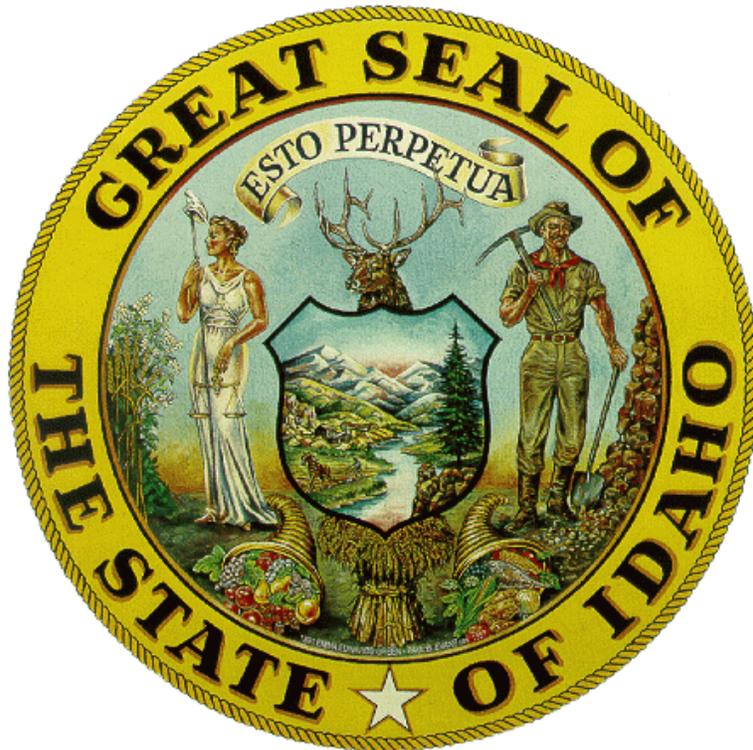


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 3, 2016



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve agenda for the October 3, 2016 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

PUBLIC WORKS CONTRACTORS LICENSE BOARD VIDEOCONFERENCE MEETING

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello
dbs.idaho.gov - (208) 332-7137**

***Monday, October 3, 2016
9:30 a.m. - 11:30 p.m. (MDT)***

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PDT)

-
- 9:30 a.m. CALL TO ORDER - Jim Roletto, Chairman**
- Roll Call & Introductions
 - Open Forum

CONSENT AGENDA

1. Approval of the October 3, 2016 Agenda
2. Approval of the July 7, 2016 Board Meeting Minutes

ACTION AGENDA

3. **Schedule 2017 Board Meetings - Jim Roletto**

INFORMATIONAL AGENDA

4. Compliance Program Report - Terry Blessing
5. Operational Report - Steve Keys
6. Administrator Report - C. Kelly Pearce
 - a. Financial Report - Fred Sisneros

11:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Daylight Savings Time (MDT), unless otherwise noted. Agenda items may shift depending on the PWCL Board's preference. 09/19/2016

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve minutes from the July 7, 2016 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Thursday - July 7, 2016 - 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho**

***DRAFT MINUTES OF THE JULY 7, 2016 MEETING**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

Chairman Roletto called the meeting to order at 9:30 a.m. (MT)

Board Members Present:

Jim Roletto, Chairman
Joe Jackson, Vice-Chairman
Evan Goodwin
Chuck Graves
Brian Bailey
Garry Tolley

Board Members Absent:

Robbie Austin

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Bill Hatch, Public Information Officer
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Compliance Program Supervisor
Chuck Knapp, Regional Supervisor, Region 1
Gary Sonnen, Regional Supervisor, Region 1
Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Absent:

Adam Bowcutt, Regional Supervisor, Region 3

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of July 7, 2016 Agenda**

MOTION: Joe Jackson made a motion to approve the agenda as presented. Garry Tolley seconded. All in favor, motion carried.

◆ **Approval of April 11, 2016 Board Meeting Minutes**

MOTION: Garry Tolley made a motion to approve the minutes as written. Chuck Graves seconded. All in favor, motion carried.

◆ **Public Works Classification 13800**

This topic was addressed at the April meeting and relates to the definition of specialty category *13800 Instrumentation and Control* in IDAPA 07.05.01.200.104. Although the rule says “except electrical”, there has been ongoing confusion on whether an individual who holds this license type is capable of performing electrical work.

Prior to the meeting, a proposed rule change detailing specific qualifications on who can install electrical wires or equipment on public works projects was provided to the Board.

MOTION: Joe Jackson made a motion to approve the proposed amendments. Garry Tolley seconded. All in favor, motion carried.

◆ **Title 54 Chapter 45**

A proposal, to change the statute governing construction managers/construction management, was provided to the Board prior to the meeting. Two additional changes in Idaho Code § 54-4503 *Definitions* were brought forth. They are: 1) (4) “Certificate of authority” and 2) (8) “Hold itself out” or “holding oneself or one’s firm out” or “offer”.

The remaining modifications in Title 54 Chapter 45 allow the Administrator to investigate compliance issues and take action as deemed necessary. The Board will continue to create rules and set standards.

MOTION: Garry Tolley made a motion to approve the language as presented. Brian Bailey seconded. All in favor, motion carried.

◆ **Funds -- Damage Prevention Board**

The 2016 legislature approved a new 11-member board under the DBS titled *Damage Prevention Board*. The Board has no immediate source of funding; therefore, the PWCL Board was asked to provide a contractual loan of \$25,000. Once revenue is established through a federal grant and one-number notification service fee, the PWCL Board will be repaid in full. The Deputy Attorney General will draw-up a contract between both boards.

MOTION: Joe Jackson made a motion to approve the loan of \$25,000 to set-up the Damage Prevention Board. Chuck Graves seconded. All in favor, motion carried.

◆ **Compliance Program Report**

Program - Recent activities within the Compliance program, as it pertains to public works, were provided by the Compliance Program Supervisor.

◆ **Operational Report**

Quarterly PWCL License Report - The Quarterly PWCL Board report, in regard to the number of licenses processed and new assessments, was reviewed.

Compliance Program - The Compliance Program Supervisor was praised for his role in coordinating/conducting PWCL training across the state of Idaho.

In the future, the DBS would like to capture the PWCL presentation on video; having it available on the Division’s website.

◆ **Administrator Report**

Financial Report - The FY 2016 financial statement, as of May 31, 2016, for the Public Works Contractors License Fund was reviewed.

Compliance Program (Cont’d) - The Administrator offered, and the Board agreed, to bring to the October 2016 meeting a proposal on the actual cost and geographical area of a potential compliance individual.

ACTION: At the October 2016 Board meeting, the Administrator will provide specific information regarding the cost to hire a new employee for the Compliance program.

School Safety and Security Advisory Board - Effective July 1, 2016, the DBS has a new 13-member board known as the *School Safety and Security Advisory Board*. The Board, along with a new workforce of five DBS staff members, will provide Idaho educators with on-site security assessments and training, identify areas of vulnerability, and provide technical assistance for improvement of safety and security at schools statewide.

Merging of Boards - The Manufactured Housing and Modular Building Advisory Boards were combined into a single eight-member Board identified as the *Factory Built Structures Advisory Board*.

Contracts - The Division is in the process of negotiations with the cities of Buhl and Blackfoot to take on the responsibility of their building programs.

City of Meridian Projects - The Division just completed the plan review for the Ameri Ben Shell and Core project. The city of Meridian has indicated the development will include two new hotels and retail/office space. It is estimated it will take 2.5 years to build and will be located on the northeast corner of the I-84/Ten Mile interchange.

The Village - As part of the Village, the owners of the Village will develop an additional 235,000 square feet; bringing it out to Eagle Road.

New Board Member - Effective July 1, 2016, all regulatory license boards/commissions must have at least one consumer member. Karen Echeverria has agreed to be the public member for the PWCL Board. Upon confirmation of her appointment from the Governor's office, Mrs. Echeverria will be in attendance at the October 3, 2016 board meeting.

◆ **Adjournment**

MOTION: Chuck Graves made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried.

The meeting adjourned at 10:30 a.m. (MT).

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 07/25/2016rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2017 Board Meetings

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Schedule 2017 board meetings.

ACTION: Vote to accept, reject or modify the 2017 meeting dates as proposed under the topic *Background*.

BACKGROUND: The following 2017 dates have been selected for the Board's consideration:

January 9th (Monday), April 10th (Monday), July 6th (Thursday), and October 2nd (Monday)

PROCEDURAL HISTORY: In accordance to Idaho Code § 54-1908, "The board shall hold not less than four (4) regular meetings each year, on a day not later than the fifteenth day of the month in each of the months of January, April, July and October, for the purpose of transacting such business as may properly come before it."

ATTACHMENTS: Tentative 2017 Board Meeting Calendar



DBS BOARD MEETINGS - 2017

DAMAGE PREVENTION BOARD	
FACTORY BUILT STRUCTURES ADVISORY BOARD	JUL 12
IDAHO BUILDING CODE BOARD	FEB 9, APR 25, JUN 27, OCT 24
IDAHO ELECTRICAL BOARD	JAN 19, APR 20, JUL 13, OCT 19
IDAHO HEATING VENTILATION & AIR COND. BOARD	FEB 8, MAY 10, JUL 26, NOV 8
IDAHO PLUMBING BOARD	FEB 16, MAY 18, JUL 27, OCT 12
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 9, APR 10, JUL 6, OCT 2
SCHOOL SAFETY & SECURITY ADVISORY BOARD	JAN 12

Board Meetings will be held at each Division of Building Safety regional office either in person or through video

1090 E WATERTOWER ST
SUITE 150
MERIDIAN, ID 83642

1250 IRONWOOD DR
SUITE 220
COEUR D'ALENE, ID 83814

2055 GARRETT WAY
BLD 1, SUITE 4
POCATELLO, ID 83201

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
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Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Unavailable dates blacked out

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Compliance Program Report

PRESENTER: Terry Blessing, Compliance Program Supervisor

OBJECTIVE: Provide an update on the statewide compliance program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide an update on the daily operations of the PWCL Program and Division.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06a

Financial Report

PRESENTER: Fred Sisneros, Financial Manager

OBJECTIVE: Review the PWCL Financial Report.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial report





Division of Building Safety
PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2017 Financial Statements
 As of 08/30/2016

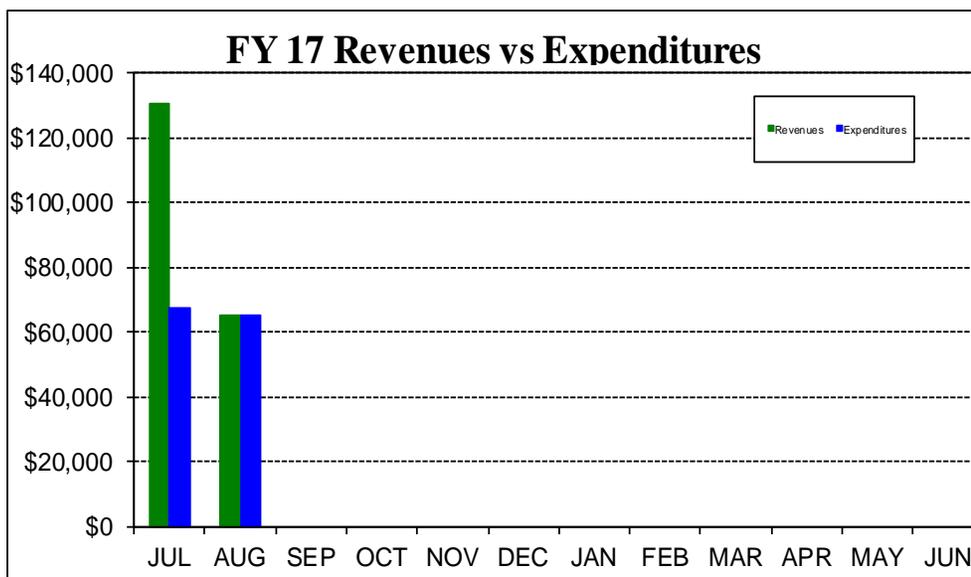
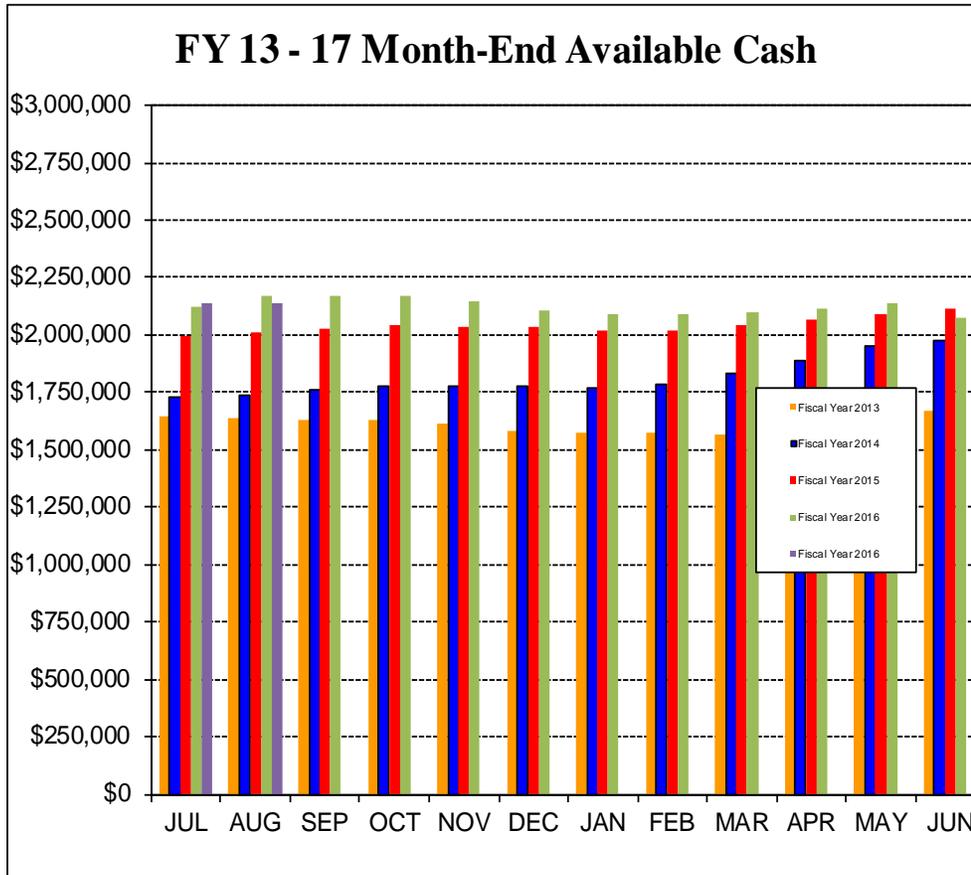
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	801,200	196,165	24.5%	605,035	605,035	801,200	100.0%
Expenditures							
Personnel:	577,300	91,368	15.8%	485,932	402,020	493,388	85.5%
Operating:	190,400	31,040	16.3%	159,360	5,967	37,007	19.4%
Capital:	33,500	10,860	32.4%	22,640	22,640	33,500	100.0%
Total Expenditures	801,200	133,268	16.6%	667,932	430,628	563,895	70.4%
Net for FY 2017	-	62,897			174,407	237,305	

Statement of Cash Balance

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Aug 30, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,077,153	196,165	(133,268)	381	2,140,432	174,407	2,314,839

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

